

3.0 Conformance with Commonwealth Procedures for PPEA

3.1 Format for submission at Detailed Stage

Instructions to Vendors: Per the PPEA, the following information shall be provided by Vendor. For each required PPEA format requirement listed below, unless the location is already referenced, please reference the location where the requirement is met in the Proposal. If the requirement is "Waived", the information is not required.

Table 10. PPEA Format Requirements at Detailed Stage

PDC = Primary Data Center/ Office Facility

CC = Help Desk Call Center

ITEM #	Format Requirement	Location in Proposal
1.	A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project;	PCD: Section 11.3.13 CC: Section 9.5 A (figure 9.5-2)
2.	Conceptual site plan indicating proposed location and configuration of the project on the proposed site;	PCD: Section 9.1 Figure 9.1-1 CC: Section 9.5.1, Figure 9.5-4
3.	Conceptual (single line) plans and elevations depicting the general scope, appearance and configuration of the proposed project;	WAIVED
4.	Detailed description of the proposed participation, use and financial involvement of the State, agency and/or locality in the project. Include the proposed terms and conditions for the project if they differ from the standard state General Conditions;	PDC: Section 9.1.2 D CC: Section 9.5 D
5.	A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings;	PDC: Section 9.1.2 D CC: Section 9.5 D
6.	A statement and strategy setting out the plans for securing all necessary property. The statement must include the names and addresses, if known, of the current owners of the subject property as well as a list of any property the proposer intends to request the public entity to condemn;	PDC: Section 9.1.2 F CC: Section 9.5 F
7.	A detailed listing of all firms that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties;	Addressed in Section 2.4 – Use of Sub-contractors
8.	A total life-cycle cost specifying methodology and assumptions of the project or projects and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses.	Addressed in Section 10.2 – Pricing Format Spreadsheet
9.	A detailed discussion of assumptions about user fees or rates, and usage of the projects.	Addressed in Section 10.2 – Pricing Format Spreadsheet
10.	Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolution of official bodies, minutes of meetings, letters, or other official communications.	PDC: Section 9.1.2 J CC: Section 9.5 J
11.	Demonstration of consistency with appropriate local comprehensive or infrastructure development plans or indication of the steps required	PDC: Section 9.1.2 J CC: Section 9.5 J

ITEM #	Format Requirement	Location in Proposal
	for acceptance into such plans.	
12.	Explanation of how the proposed project would impact local development plans of each affected local jurisdiction.	PDC: Section 9.1.2 L CC: Section 9.5 L
13.	Description of an ongoing performance evaluation system or database to track key performance criteria, including but not limited to, schedule, cash management, quality, worker safety, change orders, and legal compliance.	WAIVED
14.	Identification of any known conflicts of interest or other disabilities that may impact the public entity's consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to The Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.	PDC: Section 9.1.2 N CC: Section 9.5 N